

# *City of St. Charles*

## *Emergency Preparedness Guide*



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**ST. CHARLES**

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**Preface**

This brochure contains some basic information about disasters and tips on emergency preparedness. It will help you and your family to make an Emergency Plan, put together an Emergency Kit, and learn what to do before, during and after a disaster.

**Acknowledgements**

Preparedness is not stationary; it is a process that requires frequent attention to potential hazards around us. We gratefully acknowledge the City of Denver's Emergency Preparedness Guide for providing ideas and content for this first edition of the City of St. Charles' Emergency Preparedness Guide.

"We want to be a Nation that serves goals larger than self. We have been offered a unique opportunity, and we must not let this moment pass."

President George W. Bush -State of the Union, January 29, 2002

January 2004

Dear Residents of St. Charles,

The recent terrorist attacks against the United States have left each one of us asking the question, “How can our families and our community better prepare in the case of an emergency?”

The City of St. Charles' Emergency Preparedness Guide will help you and your family to be better prepared for all types of emergencies ranging from a tornado to a bioterrorism event. It offers advice on how to make an emergency plan, put together a preparedness kit, and gives basic information on what to do before, during and after any public emergency.

Although we cannot always prevent emergencies, there are many things we can do to be better prepared as individuals, families and as a community. I ask that all St. Charles residents take a moment and read this guide. I also encourage you to assist others, such as senior citizens and others in need, to help them to be better prepared for an emergency. I hope you find this Emergency Preparedness Guide helpful. This guide, as well as additional emergency information, is available on the City of St. Charles website “Emergency Management Agency” link at <http://www.stcharles.gov>

Sincerely,

Susan L. Klinkhamer  
Mayor

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## **General Rules of Thumb**

If an emergency or disaster happens, there are a few things you should do right away:

*Stay calm.* Try not to panic, take time to understand what has happened and to think about what you can do to stay safe or avoid worse injury.

*Check the scene.* Pay attention to your surroundings to see whether you are safe where you are, and whether anyone around you needs help; if you think you are in danger, get to a safer place as soon as you can.

*Give and get help.* If you or others are hurt or still in danger, call 911; explain what has happened, where you are, what injuries people have, and whether the danger still exists.

*Listen for official emergency announcements.* Local radio and television stations will give emergency updates and instructions. This is your best source of information.

*Get prepared to evacuate if told to by local authorities.* If told to leave your home or work, do so right away, follow exact evacuation routes, and go to the specified shelter or safe area. If you can, bring your Emergency Kit with you, and get in touch with your family's designated emergency contact person as soon as you can to let them know how and where you are.

## **Getting Ready**

An emergency often happens without warning, leaving little or no time for you and your family to plan what to do next. So, it is important for you to learn about the things you can do to be ready – before an emergency happens. Two key things you can do are to make an Emergency Plan and put together an Emergency Kit.

### **Make an Emergency Plan**

Talk with your family about why and how you need to prepare for disaster emergencies:

- Discuss the types of disasters that are most likely to happen and what to do in each case. Some of those are described in the next section
- Keep a list of emergency phone numbers.
- Teach children how and when to dial 911.
- Purchase a NOAA Weather Radio that automatically alerts when a severe weather watch or warning is issued.
- Find out about the disaster plans at your workplace, children's school or child care center, and other places where your family spends time away from home; make sure your child's school or child care center has your current emergency contact numbers.
- Pick two places to meet if something happens: one that is right outside your home in case of a sudden emergency like a fire; and a second one outside of your neighborhood in case you can't return home.
- Ask a friend or relative to be your emergency contact person. Make sure everyone has this person's address and phone number; list them on the emergency contact page of this booklet and by each phone. If your family members get separated, they should call this person to tell them where they can be reached.

- Think about the special safety needs of small children, elderly or disabled relatives or neighbors, and pets.
- Keep important documents and records in a secure location.
- Get an Emergency Kit ready (see checklist that follows).

### **Put Together an Emergency Kit**

Preparing an Emergency Kit ahead of time can save you time in case you must leave home quickly or go without power or water for a while. Put your Kit together with items you may need after a disaster, and if you can, try to keep enough supplies on hand to meet your needs for at least three days. Store them in sturdy, waterproof, easy-to-carry containers such as backpacks, duffel bags or clean, covered trash cans.

Things you might try to include or have on hand are:

- ❑ A three-day supply of water (one gallon per person per day) for drinking and cooking – store in clean plastic soda bottles (milk containers will break down and leak).
- ❑ Food that won't spoil or need much cooking (e.g., canned fruits and vegetables, cereals, peanut butter, crackers or cookies, and dry mixes like instant oatmeal or soups, rice or noodles). Use or replace them every 6 months if possible.
- ❑ One change of sturdy clothes and shoes, and one blanket or sleeping bag per person.
- ❑ Small household tools or items such as a battery-powered radio, flashlight with extra batteries, utility knife, bowls and cups, silverware, can opener, lighter or matches, dishtowel, etc.
- ❑ An extra set of car and house keys, personal identification, and credit cards, cash or traveler's check. Keep important family papers (e.g., birth certificates, passports, special medical information, etc.) in a waterproof container or plastic bag.
- ❑ Sanitation supplies such as toilet paper, hand wipes, diapers, tampons or sanitary pads, plastic trash bags.
- ❑ Special items for young children, elderly or disabled family members, and pets (e.g., special foods, medications, aid devices, carriers, etc.).
- ❑ A basic first aid kit that includes your prescription medications, bandages in assorted sizes, safety pins, cleanser/soap, latex gloves, gauze pads, scissors, tweezers, sewing needle, thread, alcohol wipes, burn cream, oral thermometer, non-aspirin pain reliever, antacid, cotton balls or swabs.
- ❑ A battery operated radio.

### **When a Disaster or Emergency Happens**

The next section will give you some tips on how to know when there is an emergency, information about different types of disasters that could happen in the St. Charles area, and advice on how you can stay safe if and when they do.

### **How You Will Know When a Disaster Happens**

There are different ways that you will find out that an emergency or disaster is happening. Weather warnings will usually be given on television and radio. A "severe weather watch" means a severe storm might develop. A "severe weather warning" means that severe weather has already developed, and that you should seek shelter right away.

In other situations, a siren could sound, or you may be contacted by phone. Emergency workers may drive by and give instructions over a loudspeaker, or they might even come to your door. In the meantime, you should listen to radio or television for further emergency information.

### **What to Do for Different Types of Disasters**

*Floods* Floods can occur quickly and can be dangerous because of fast moving waters. If there is a flood warning or you believe a flood will happen soon:

- Save yourself, not your belongings.
- Stay away from floodwaters – even water just six inches deep can knock you off your feet.
- Do not let children play in or near floodwaters, flooded creeks or flood retention ponds.
- Never try to drive through floodwaters – if your car stalls, leave it and head for higher ground on foot.
- Once you are in a safe place, listen to a battery-powered radio for official updates or wait for emergency workers to give you instructions.

*Thunderstorms* All thunderstorms produce lightning that can cause death or serious injury. Lightning can strike from up to 5 to 10 miles away, even if it is not raining or is sunny where you are. If there is a thunderstorm warning, or if you see or hear a storm coming in the distance, follow these steps:

- Get inside a home, building or vehicle right away.
- Close all windows and doors; draw the shades or blinds to reduce the risk from flying glass if window or door glass breaks due to high winds.
- If you're outside, drop to a crouching position with your feet on the ground and close together.
- Stay away from trees, metal objects, and power lines, and do not use appliances such as phones, televisions, or computers that could carry the lightning current into your home or office.

*Tornadoes* Tornadoes produce very high winds in funnel-shaped clouds that can lift and move heavy objects such as buildings and cars. They can move extremely fast and do a lot of damage to people and property. If there is a tornado warning, or if you see a tornado coming or hear a tornado siren, follow these steps:

- If you are outside, try to seek shelter in a house or other building (but not a car or trailer) right away; if there is no shelter nearby, lie flat, face down, in a ditch or low area and cover your head until the tornado passes.
- If you are already inside, move to the basement, or to a room or hallway near the center of the building. Stay away from windows and doors, and listen for official updates.
- If in a high-rise building, go to small, interior rooms or hallways on the lowest level possible.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, gymnasiums and large hallways.
- If you are in a vehicle, get out and lie flat, face down, in a ditch or low area and cover your head until the tornado passes – do not stay in your car or try to outdrive a tornado!

*Winter Storms* Winter storms can be dangerous because they could leave people stranded in their homes or cars and sometimes without power. If there is a winter storm warning, you believe a storm is headed your way, or you are already stranded by one:

- If already inside, get your Emergency Kit and listen for official updates.
- Do not travel unless you really have to, and if you do, try to take public transportation.
- Stay indoors and dress warmly – if you must go outside, wear enough clothing to keep you warm and dry (e.g., hat, boots, mittens or gloves, extra layers).

- Eat and drink liquids on a regular basis.
- Conserve heat and fuel – keep the thermostat at 65 degrees or less during the day and 55 degrees at night, close off unused rooms, stuff towels or rags in cracks under doors, and cover windows at night.
- If you get stranded in your car or other vehicle, stay with your vehicle, and hang a brightly colored cloth on the radio antenna. Turn on the engine for about 10 minutes each hour (or 5 minutes every half hour) to keep warm, but make sure the tailpipe is clear of snow and that you leave a window open a bit to prevent carbon monoxide poisoning.

*Fires/Explosions* As you know, fires can cause death and serious injury to people because of burns and the breathing in of smoke. Explosions may occur on their own or as part of a larger fire, and can also do a lot of damage to people and property. If you hear a fire alarm or smoke detector, see fire, or see or smell smoke, follow these steps:

- Escape the building as fast as you can, then call 911 from an outside phone.
- If a fire starts in a pan, slide a lid over it and turn off the burner. Never pour water on grease fires – this will make the fire spread.
- If you try to use a fire extinguisher on a small fire and the fire does not go out right away, drop the extinguisher, get out of the building and call 911.
- Be careful when opening doors – feel a closed door, cracks, and doorknob with the back of your hand before you open it. If it is cool and there is no smoke at the bottom or top, open it slowly. If it is warm or you see smoke at the cracks, you need to find another way out.
- Stay low – if your only way out is through smoke, crawl on the floor under the smoke to get to your exit.
- If the smoke is too thick, or heat or flames block your exit, stay in a room with the door closed and window open, and hang a sheet outside the window so firefighters can find you.
- Once you are out of the building, stay out!
- Meet family members at your pre-designated meeting area.

*Toxic/Chemical Events* Dangerous amounts of chemicals can be released into the environment from industrial accidents, or on purpose, as happened in Japan when nerve gas was released in the subway system. These events can cause fires or explosions, and can be very poisonous to people and animals.

- If you receive any threat about a toxic spill or release, or see strange activity that you believe may be part of a chemical event, call 911 right away!
- If you live or work near the scene of a chemical event that is not in your building, stay where you are, listen for emergency updates, and wait for instructions from emergency workers or police before leaving the area.
- If you are at the scene of a chemical event, get yourself and others far away from the spill or leak, and then call 911. Try to stay upwind and wait in a safe place nearby for emergency workers to arrive. Watch for signs of toxic poisoning (e.g., trouble breathing, dizziness, irritated eyes, skin or throat, stomach cramps or diarrhea) and report these right away to emergency workers.
- Try to avoid breathing in fumes or smoke by covering your mouth with your hand or a cloth. Never touch, taste, sniff or put your eyes near any real or suspected chemical substance.
- Pour cold water over yourself or others if you come in contact with chemicals, and remove any contaminated clothing. If you don't have water, brush chemicals off of skin with a glove, plastic bag or cloth.
- If you are outside, try to stay upstream, uphill, and upwind of the accident.
- If you are told by local officials to “shelter in place” (i.e., remain in your home or office), turn off all heating and air conditioning systems, get your Emergency Kit, and go to an interior room (preferably without windows). Use duct tape and/or towels to seal all cracks



around the door and any vents into the room, and keep listening to your radio or television until you are told all is safe or that you should evacuate.

- Do not buy a gas mask, there are too many variables to ensure safe and effective use.

**Bioterrorism Events** Bioterrorism involves the deliberate use of harmful viruses and bacteria to make people sick. We have seen this with anthrax in the mail. While these types of events are rare, they can be very dangerous. Although we cannot always prevent them from happening, we can help by reporting strange activity to local officials. If you get news that bioterrorism has taken place where you live or work, or strongly suspect that it has, you should follow these steps:

- If you receive any threat of bioterrorism, or see strange activity that you believe may be part of a bioterrorism event, call 911 right away!
- If you live or work near the scene of a bioterrorism event that is not in your building, stay where you are, listen for emergency updates, and wait for instructions from emergency workers or police before leaving the area.
- If you are at the scene of a bioterrorism event, get yourself and others far away from the biological agent, and then call 911. Wait in a safe place nearby for emergency workers to arrive. If you later notice signs of biological infection (e.g. severe breathing problems, shock, nausea, loss of appetite, vomiting, fever, abdominal pain, severe diarrhea, etc.), call 911 right away or call your doctor.
- If you see or get a suspicious looking package (e.g., bulky envelopes, unfamiliar or missing return address, heavy or oddly sealed boxes, anything leaking powder or other substance, etc.) do not open, shake, or put your face or bare skin near it. Put it down gently, get yourself and others out of the room, close off the room, and call 911 right away. Wash your hands right away with soap and water. Never touch, taste, sniff or put your eyes near any real or suspected biological agent.
- Do not purchase or stockpile drugs, there are too many safety variables and biological strains to assure effectiveness.
- Wait and listen for Public Health Department information and direction.

### **What to Do Until Help Arrives**

If someone with you is sick or hurt, follow these basic first aid steps – *Check – Call – Care*:

- *Check* the scene. Make sure it is safe for you to get closer, then check the injured person to see if she/he has any life-threatening conditions (i.e., constant or sudden chest pain, trouble breathing, heavy bleeding, lack of consciousness, or severe injuries from falls, head wounds, or burns).
- *Call* for help. If the injured person has any of the life-threatening conditions listed above, call 911 right away, or have someone else call while you stay with the person.
- *Care*. Do your best to comfort the sick person and prevent further injury until emergency workers arrive. Here are some ways you can help:

#### **Control Bleeding**

- Cover wounds with a pad, bandage, or cloth and press firmly.
- If there are no broken bones, lift and keep the injured area above the level of the heart.
- If the bleeding does not stop, put on extra bandages, and squeeze the artery against the bone at a point between the injury and the heart (usually inner legs or inner arms).

#### **Care for Shock**

- Keep the injured person from getting either too cold or too hot.
- Lift and keep the legs about 12 inches above the floor or ground (if no broken bones).
- Do not let the injured person eat or drink anything.

### Tend Burns

- Cool the burned area with lots of cool water.
- Cover the burn with a dry, clean bandage or cloth.

### Care for Injuries to Muscles, Bones and Joints

- Apply ice or a cold pack to control swelling and lessen pain.
- Avoid movement or activity that causes the injured person any pain.
- If you must move the victim because the area is unsafe, try to keep the injured part still.

### Reduce Any Care Risks

The risk of getting a disease while giving first aid is rare. However, to lower the risk more:

- Avoid direct contact with blood and other body fluids.
- Use latex or rubber gloves if you have them.
- Thoroughly wash your hands with soap and water right away after giving first aid.

### Basic Survival Tips

*If Your Power Goes Out* Remain calm, call City Electric at 630-377-4407 or 630-443-3681 after business hours to report the power outage, and follow these steps:

- Do not call 911.
- Use a flashlight for emergency lighting instead of candles.
- Turn off electrical appliances you were using when the power went out.
- Avoid opening the refrigerator and freezer so they will stay cold.
- Listen to your battery-powered radio for updated information.
- Assist family or neighbors who may become ill from extreme heat or cold
- If you need to cook, use a grill or camp stove outdoors, or use your fireplace. Canned food can be heated up and eaten right out of the can (be sure to open the can and remove the label before you heat it).
- Never run a generator, grill or kerosene heater inside a home or garage as these can cause house fires or release poisonous fumes.

*If Food Supplies Are Low* Healthy people can survive for a long time on half of what they would usually eat, and without any food at all for many days. Food, unlike water, may be rationed safely, except for children and pregnant women. Follow these tips if your food supply is limited during an emergency:

- Eat salt-free crackers, whole grain cereals and canned foods with high liquid content rather than high fat, high protein or salty foods that make you thirsty.
- If at home, use up foods from your refrigerator and freezer first, then use the canned foods, dry mixes, and other things you already have on your cupboard shelves.
- Do continue to drink water and other liquids as normal, if you can.

### Staying Healthy and Safe After a Disaster

#### Coping with Trauma

Recovery continues even days or months after a disaster as you and your family faces the emotional and psychological effects of the event. Reactions vary from person to person, but may include: restless sleep or nightmares, anger, fear, wanting revenge, lack of emotion, needing to keep active, loss of appetite, weight loss or gain, headaches, and mood swings.

All of these are normal reactions to stressful events. It is important to let yourself and others react in their own way. It may be helpful to:

- Talk with your family and friends about what happened and how you feel about it.

- Volunteer at a local shelter, blood bank, or food pantry to help with emergency efforts.
- Talk to your minister, spiritual advisor or other counselor.
- Encourage your children to share their feelings, even if you must listen to their stories many times – this is a normal way for children to make sense of traumatic experiences.
- You may also want to share your feelings about the event with your children.

If these strategies are not helping to lower your stress, or you find that you or your family members are using drugs/alcohol or resorting to other unhealthy behaviors in order to cope, you may wish to seek outside or professional help.

### **Ways You Can Help Others**

Here are a few more basic things to keep in mind that may help you, your family, or emergency workers get through a disaster more quickly and safely:

- Call 911 or the operator only for a possible life-threatening emergency. Telephone lines are very busy in disaster situations, and they need to be kept clear for emergency calls to get through.
- If you do not have an emergency, do not go to or call the hospital emergency department.
- If you are able to donate blood, contact LifeSource to make an appointment at the donation center closest to you.

[illegible]

**Emergency Contact Information:**

Emergency (Police, Fire, Rescue, Medical, Hazardous Materials): 911

Non-Emergency Police: (630)377-4435

Non-Emergency Fire: (630)377-4457

Poison Control: (800) 222-1222

City Electric: (630)377-4407

City of St. Charles (630)377-4400

Delnor Community Hospital (630)208-3000

NICOR: (800)747-1470

**Other Emergency Information Sites:**

American Red Cross <http://www.redcross.org>

National Weather Service <http://www.crh.noaa.gov/lot>

Illinois Emergency Management Agency <http://www.state.il.us/iema>

Illinois Homeland Security <http://www.state.il.us>

Federal Emergency Management Agency <http://www.fema.gov>

Centers for Disease Control and Prevention <http://www.cdc.gov>

City of St. Charles <http://www.stcharlesil.gov>

National Institute of Standards and Technology <http://www.fire.gov/>

Illinois State Fire Marshal <http://www.state.il.us/osfm/>

National Volunteer Fire Council <http://www.nvfc.org/>

United States Fire Administration <http://www.usfa.fema.gov/>

The Weather Channel <http://www.weather.com>

Kane County Sheriff's Police <http://www.co.kane.il.us/sheriff>

Kane County Emergency Management Agency <http://www.kcoem.org/>

Illinois Department of Public Health <http://www.idph.state.il.us>

Illinois Department of Nuclear Safety <http://www.idns.state.il.us>

Illinois Environmental Protection Agency <http://www.epa.state.il.us>

National Domestic Preparedness Office <http://www.ndpo.gov>

**Sites for Children:**

United States Fire Administration <http://www.usfa.fema.gov/kids/>

Illinois Firefighter's Association <http://www.state.il.us/kids/fire/>

Federal Emergency Management Agency <http://www.fema.gov/kids/>

**Your Family Emergency Plan:** Fill this out and make copies for family members to keep:

**Emergency Contact Information:**

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Phone and Address: \_\_\_\_\_

Meeting Place #1 (near home): \_\_\_\_\_

Meeting Place #2 (away from home): \_\_\_\_\_

Cell or Home phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

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Emergency Contact Phone and Address: \_\_\_\_\_

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Meeting Place #2 (away from home): \_\_\_\_\_

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Meeting Place #1 (near home): \_\_\_\_\_

Meeting Place #2 (away from home): \_\_\_\_\_

Cell or Home phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

## At Home, At Work, at School Preparedness

	Done	Follow Up	Note
<b>General Considerations</b>			
Has everyone in the household shared their phone numbers (work, school, pager, cells) with everyone in the home & are the numbers readily accessible to everyone in the family should they be away from home?			
Does the family plan include identification of a relative or close friend who is willing to act as the family's single point to call in and advise of their status & location? The intent is to provide a single phone number where all family members can call & confirm the status of all family members.			
Has your family established a single geographic gathering point near your home where you will all meet in the event you can't get to your house & communication systems are down?			
Has your family developed a plan of action should parents be at work and children are sent home from school early? What direction have children been given during periods similar to September 11, 2001?			
Do you have a survival contingency kit in your home? See American Red Cross web site <a href="http://www.redcross.org/">http://www.redcross.org/</a> . or the FEMA website <a href="http://www.fema.gov/rrr/talkdiz/kit.shtm">http://www.fema.gov/rrr/talkdiz/kit.shtm</a>			
Has your household developed a "friends-helping-friends" neighborhood contingency plan whereas you'll help one another, share resources and work as a team during periods where disruptions of life occur?			
Has your family identified a relative or friend remote from St. Charles where your family could evacuate during a crisis? It's suggested several evacuation safe havens be identified, one for each compass point (east, west, north, south)			

## At Home, At Work, at School Preparedness

	Done	Follow Up	Note
<b>Your Emergency Evacuation Checklist</b>			
Secure your household survival kit.			
Bring adequate & appropriate clothing for all family members.			
Take prescription drugs & general medication that might be needed.			
Take flashlights, batteries, and battery-operated radios.			
Take pet care needs.			
Take kid's board games & entertainment items.			
Take valuables, currency and identification for all family members.			
If weather is below zero & freezing pipes are a potential, turn on faucets (to a trickle) in the house.			
Take your personal phone directory.			
Take chargers for cell phones or other needed electric devices requiring support equipment.			
Call relatives & let them know you're evacuating & where your evacuation site will be.			
If you have neighbors who are elderly or have special needs, try to help them as needed, become their pseudo-family through the crisis. If they are unable to evacuate, contact St. Charles Police Department at (630) 377-4435 or St. Charles Fire Department at (630) 377-4457.			
Leave outside porch light on when you evacuate.			
Leave information regarding your whereabouts, the phone number at your evacuation location, your cell phone, pager, etc. in an envelope & tape it to the bottom portion of your front or back door, down between the storm & main door.			
Make sure your house is locked & windows closed & locked.			
Drive safely & monitor the radio & TV for information updates.			



## At Home, At Work, at School Preparedness

		Done	Follow Up	Note
<b>St. Charles Emergency Information Access</b>				
<p>A host of methods exist &amp; plans in place to provide emergency information to St. Charles residents during periods of crisis or where normal services &amp; way of life are disrupted due to natural weather events. During periods like these, St. Charles officials will try their best to keep the information flowing to the community. Accordingly, the contingency plan to provide information throughout the community during times of crisis is based upon a succession of various alternatives. As normal communication abilities degrade, the system &amp; methods listed below will be brought up on line in descending order as they are listed. Should a previous communications method become inoperative, the next method or system will be engaged to continue the information flow throughout the community. The communications systems or methods listed are in a descending order of implementation.</p>				
<p><b>Normal</b> /Telephone numbers to City hall, police department, fire department, and public works. /City cable TV network, channel 17. /City web site <a href="http://www.stcharlesil.gov/">http://www.stcharlesil.gov/</a>. /City newsletter. /Walk-in government offices. /Local newspapers. /City operated auto dial system.</p>				
<p><b>Contingency Methods &amp; Systems</b> /Outside warning siren system. /City cable TV system. /City web site /City operated "alert" radio system (contact St. Charles Fire Department for more information on the "Alert" system). /Community newsletter distributed through various distribution sites (stores, schools, etc.) /Redcross information centers/sites, locations to be posted on website. /Patrolling police car &amp; fire truck public address systems.</p>				
<p><b>Your Personal "Reaction Control" Checklist</b>            /Don't panic – remain calm – follow public safety direction. Move away from event site; use common sense. /Help others get through the event. Buddy-up with them &amp; move to safety. /Be aware of the situation &amp; circumstances going on around you. Continuously move to safer areas. /Help injured people. Move them to a safer area, group injured people together. Seek paramedic &amp; first responder assistance.</p>				
<p>Remember your family action plan. You should call someone, go &amp; meet them somewhere, let someone know you're alright &amp; will be meeting the rest of the family at their pre-determined gathering point. <b>Follow your plan!</b></p>				

# City of St. Charles Recovery Checklist for the Family

	DONE	Follow Up	Notes
Read all of the following before you exit to a safe place of refuge.			
Seek assistance & comfort with your neighbors. Help one another & share resources.			
If an emergency exists, call 911 or stop a passing police or fire vehicle. Following a large disaster or event, public safety resources may not be immediately available due to serving known true emergencies.			
If you cannot access emergency assistance by 911 or other methods, consider assisting the injured in the priority sequence of airway management (breathing), bleeding control (bandage & direct pressure) & broken bones (immobilize the break and joints either side). Consider transporting the victim in a car to a local hospital emergency room. If you suspect a back/spine/neck injury, DO NOT move the victim, wait for professional assistance.			
When you go outside from your safe place of refuge be aware of hazards such as downed electrical power lines, leaking natural gas, fast moving rain water drainage, dangerous trees/limbs, unstable structures, etc. Situational awareness is key for your safety & survival.			
Secure valuables from your house & vehicle. Safeguard them from further damage (plastic tarps/large garbage bags).			
Attempt to contact friends & relatives to let them know your status & needs.			
If your family has been separated (some at work, some at school when event occurred) consider going to your pre-defined gathering point or calling the pre-defined contact phone number.			
Conserve food by keeping your refrigerator closed if power is out. Secure a safe water source.			
Safeguard your pets & children from outside hazards. Provide clear safe boundaries in safe zones for children & pets.			
Contact your insurance company. In large-scale disasters, place a sign in your front yard with your insurance company's name on it. Insurance adjusters from your company may report directly to damaged neighborhoods to assist clients.			
Be prepared to find temporary housing if your house has significant structural damage.			

	DONE	Follow Up	Notes
Don't fall prey to scam artists with offers to provide immediate repairs or remedies for cash. Hire only reputable, local contractors.			
Be careful with candles, generators & chain saws. All present hazards & should not be used indoors due to fire threat, carbon monoxide fumes & accidental electrocutions. Eye & hand protection should be worn when chain saws are used.			
Pumping out basements is useless until outside ground water has drained down storm sewers & the water level on streets is eliminated.			
Do not go into a flooded basement unless the electricity & natural gas has been shut off.			
Do not use an oven for indoor heat & never bring a barbecue grill indoors to cook. Both breed deadly carbon monoxide.			
Stay away from swift moving water or water that is a whirlpool. Often street drain covers are displaced & the swift water can knock a grown person off of their feet & into an open street drain.			
Use of ladders around fallen trees or on a roof is dangerous until all power-lines are accounted for & de-energized.			
Remember sense of community. Neighbors helping neighbors, friends helping friends. We will make it through this with the help of one another.			
In a large-scale disaster, the City will open recovery assistance sites in several areas of the City where damage has occurred. Go to your closest public school or City facility to find out the recovery assistance site locations.			

# EMERGENCY SUPPLY KITS

A disaster of any kind may interfere with normal supplies of food, water, heat and normal day-to-day necessities. It is important to keep a stock of emergency supplies on hand sufficient to meet your needs for a 72-hour period (three days). Although you may not be in an area directly impacted by a natural disaster or other event, utilities and other services may be affected.

In an emergency, our first responders will be focusing on treating those who are injured or may need to be evacuated and it may take some time to restore power or other services to you and your family. That is why an emergency supply kit is essential so you can take care of yourselves for a three-day period of time. It is not expected that disruptions would be that long, however, having the necessary supplies would ensure that you are cared for and our emergency workers can focus on those most in need.

If you are forced to remain in your house during a natural disaster or other event, adequate supplies could help you live through a period of danger without hardship. If you are directed to evacuate instead of sheltering-in-place, the emergency supply kit can be taken with you and used to ease the transition to a shelter. Ideally one should prepare two kits, one easily accessible in your home and one in the trunk of your car. All items should be kept in airtight containers.

It is advisable to update your kit regularly. You should replace the water supply and any food that may have reached its use-by or expiration date. An easy way to remember to update your kit is to use Daylight Savings Time. When you change your clocks, you should also change your kits. It is also a good time to check the batteries in your smoke detectors and other household safety equipment.

## **An emergency supply kit should include the following:**

- ☒ A battery powered radio and a flashlight, with extra batteries for each
- ☒ Bottled drinking water-one gallon per day per person with at least a three-day supply for each person in your household.
- ☒ As much drinkable liquid (fruit and vegetable juices, soft drinks, etc.) as can be carried
- ☒ Canned or sealed packaged foods that do not require refrigeration or cooking
- ☒ A can opener
- ☒ A blanket or sleeping bag for each member of the family
- ☒ Writing materials to take television or radio broadcasts
- ☒ Hammer, pliers and wrench
- ☒ Pocket knife
- ☒ Fire extinguisher
- ☒ Signal flare and Whistle
- ☒ Cell phone
- ☒ Soap and towels
- ☒ Paper Towels and toilet paper
- ☒ Household laundry bleach (unscented)
- ☒ An extra set of car keys and a credit card, cash or traveler's checks
- ☒ One change of clothing and footwear per person
- ☒ A list of family physicians
- ☒ First-aid kit and manual
- ☒ Filtering masks or respirators with a rating of at least N95 (dust masks available in local paint and home improvement stores)
- ☒ Non-prescription drugs, including mild pain relievers and antiseptic
- ☒ Any special prescription medicines or foods needed by family members such as insulin, heart medication, dietetic food and baby food (Do not store in the kit for long periods of time but at the last minute)
- ☒ Plastic bags (large and small)
- ☒ You can store additional water by filling bathtubs and sinks with water if an emergency is declared. Clean water is also available in toilet tanks, presuming chemicals and other cleaning agents are not used in the water tank.

### **Additional Supplies**

- ☒ A cooler and freezer packs
- ☒ Salt
- ☒ Paper cups
- ☒ Baking soda
- ☒ Spoons
- ☒ Matches
- ☒ Tape
- ☒ Needles and thread

- ☒ Pre-moistened towelettes
- ☒ Splinting material
- ☒ Hand lotion
- ☒ Disposable diapers
- ☒ Cotton balls
- ☒ Sanitary napkins
- ☒ Bandages
- ☒ Extra eye glasses
- ☒ Medicine dropper
- ☒ Contact lenses and supplies
- ☒ Games or books

### **If you have pets, include the following items in your kit**

- ☒ Identification collar and rabies tag
- ☒ Carrier or cage
- ☒ Leash
- ☒ Medications
- ☒ Newspaper, litter, trashbags for waste
- ☒ Two-week supply of food and water
- ☒ Veterinary record (necessary if your pet has to go to a shelter)